Message from Human Resources:

We are happy to announce that Saint Louis University has appointed Michael J. Luna, J.D., as vice president for human resources. His appointment—which follows a national search led by a committee of faculty, staff, and student representatives—is effective March 9.

A 1997 graduate of the University’s School of Law, Luna is a veteran human resources executive and former general counsel with nearly two decades of experience in the field. He has had particular success in the areas of employee development and communication, as well as organizational effectiveness and strategic planning.

At SLU, Luna will supervise a number of HR-related areas, including benefits, compensation and payroll, as well as employee training and development. Luna, who will report to the vice president and chief financial officer, will be a member of the president’s executive team and comes on board at a time when the University is developing a strategic plan to chart its future course.

Read the complete announcement at this link.

Benefits

Flexible Spending and Dependent Care Plan Deadline
All eligible 2014 Flexible Spending and Dependent Care Assistance expenses must be submitted to ConnectYourCare by Tuesday, March 31. Any funds remaining in the account that could have been claimed for eligible 2014 expenses cannot be claimed after March 31 and will be forfeited according to IRS regulations.

Contact ConnectYourCare at 877-292-4040 before the March 31 deadline for more information regarding available 2014 account balances or pending 2014 claims. To file a claim, visit and sign in at ConnectYourCare.

Dental Specialties of Saint Louis University
Through the Center for Advanced Dental Education, Dental Specialties of Saint Louis University offers advanced dental care for children and adults at a cost lower than most dental specialty practices. Treatment is provided by residents who are already accomplished dentists, but are undertaking advanced studies to become specialists in Endodontics (root canals), Orthodontics (braces), and Periodontics (gum disease andimplants). All work is supervised by CADE’s experienced faculty members. General dental procedures, such as extractions, fillings, dentures, crowns and bridges, are not performed in the clinics.

As a benefit, full-time SLU employees and their immediate family members receive an additional 10% off the cost of treatment. Dental Specialties of Saint Louis University currently has a payment plan for orthodontic services that requires a down payment. Payment for endodontic and periodontal services is due at the time of service. Dental Specialties of Saint Louis University is an in-network provider for Delta Dental and also accepts most other dental insurance plans, all major credit cards, Flex Spending cards and personal checks. For more information, please call 977-8363 (Orthodontics) or 977-8381 (Endodontics or Periodontics) or the website, SLU Center for Advanced Dental Education (CADE).

Review your Beneficiaries
The Benefits Office reminds you to check your beneficiaries. Retirement account beneficiaries with TIAA-CREF can be updated through TIAA-CREF and Fidelity for frozen 403(b) accounts still held with Fidelity. Life insurance beneficiaries are not available on line at this time, however, the life insurance beneficiaries can be updated at any time by completing a Beneficiary Change Form.
**Policy & Procedure**

**Staff Performance Evaluations Due**
Staff performance evaluations for calendar year 2014 are due to Human Resources through the University Online Performance Evaluation (UOPE) tool on Monday, March 2. Earlier deadlines may have been established by departments/divisions, if so, please comply with those deadlines.

For questions regarding the UOPE tool or process, please contact your HR Consultant.

**Banner Self Service Pay Stubs**
You may have noticed a different look to your Banner Self Service pay stubs in February. Ellucian, our Banner vendor, has enhanced the look of the Self-Service pay stub to provide more detailed information to the employee. Some of Ellucian’s enhancements include the addition of the SLU logo, University’s main address, the Pay Number, Pay Period begin and end date, year to date totals for all earnings, benefits, deductions, taxes and federally taxable benefits. In addition, effective March 1, employee pay stubs will not be viewable in Banner Self Service prior to payday.

**Learning & Development**

**New: SkillSoft Live Event with author Greg McKeown**
Lent is a time when many members of the SLU community will engage in self-discipline through prayer, penance, fasting and sacrifice. But, through these exercises we also become more mindful of what is truly important in our lives.

The modern mantra that we can have it all and do it all has led to what management guru Jim Collins referred to as the “undisciplined pursuit of more.” The reality is that we only have so much time, attention and energy in a single day. In order to maximize our success in home, work and other domains of our lives we need to focus on what is truly important.

Greg McKeown offers a compelling argument for how we can do just that. Mr. McKeown has dedicated his career to discovering why some people break through to the next level—and others don’t. His clients include Apple, Google, Facebook, and Pixar. He proposes the disciplined pursuit of less (but better) in order to get more done in less time—and only get the right things done.

Join us for a live and interactive webinar as Mr. McKeown discusses how to discern what is essential, eliminate what isn't, and remove obstacles to our success.

**Date & Time:** Tuesday, March 3rd, 2015 from 11:00 AM to 12:30 PM

**Location:** Wool Center, Rm 128

**Registration:** Seating is limited. Please use the following link to register through SkillSoft and reserve your seat: [New SkillSoft Live Event with author Greg McKeown](#)

**Employee Assistance Program (EAP)**

The University Employee Assistance Program, ComPsych, offers financial guidance through online resources and individual consulting.
Tax Prep 2015

Filing a federal tax return can be a tedious and time-consuming task, so it's never too early to prepare for the tax season and the April 15th deadline.

Get started now. Organize receipts, paycheck stubs, financial records, mortgage statements and other important documents, and try to get an early idea of how much you will owe or be refunded. You want to schedule enough time to complete your return and avoid the April 15th filing-deadline rush.

Educate yourself. Learn about the latest tax laws to take advantage of as many deductions, exemptions and credits for which you are eligible. Visit the IRS website at www.irs.gov or call the IRS toll-free at 800.829.1040 for help. Also, consider hiring a CPA, financial planner or tax attorney for a complex return.

Understand your payment options. There are alternatives available if you cannot immediately pay the taxes you owe. Installment agreements can be applied for at www.irs.gov, and there are a number of options for charging the balance on a credit card. The IRS won't tack on a fee for credit card payments, but the processing companies will charge a convenience fee.

If you can't file on time... you can submit IRS Form 4868: Application for Automatic Extension of Time to File U.S. Individual Income Tax Return and receive an automatic six-month extension to postpone your filing date. However, this just pushes back the due date for the paperwork. It doesn't give you more time to pay any taxes due, and you will still owe interest on any amount not paid by the April 15th deadline, plus a late payment penalty if you have not paid at least 90 percent of your total tax by that date.

Call: 800.859.9319  TDD: 800.697.0353
Online: www.guidanceresources.com
Your company Web ID: SLUEAP

HUMAN RESOURCES

We serve the University community by delivering fair and competitive policies and programs, lead talent management solutions, and unite mission, strategy, and people through collaborative partnerships.
Mission—Attitude—Guidance—Innovuity—Service